

PROCESSING AMENDMENTS within ECIVIS

Background:

Currently, the only two amendments originating from eCivis are changes in the:

- award amount; and
- project period (eCivis data field is Contract Start/Close Date).

To perform these amendments, a user will need an electronic version of the corresponding document reflecting the changes to be made which is required to be uploaded into the system i.e. amended funding instrument such as a Notice of Award Modification, Interagency Service Agreement (ISA) Amendment, etc.

How To:

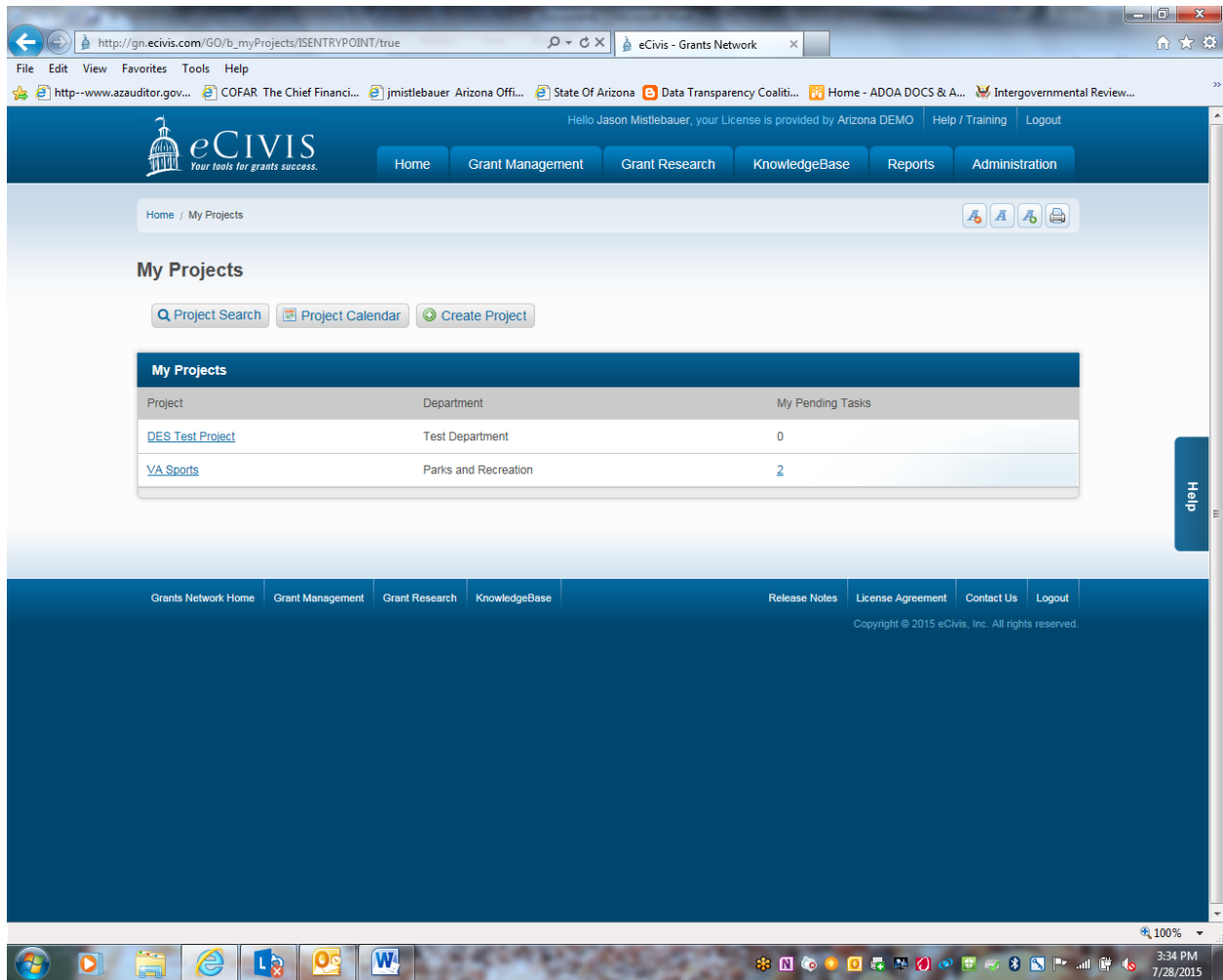
After logging onto eCivis, proceed to the Project that needs to be updated by clicking on the blue tab labelled **Grant Management** and clicking **My Projects** under it:

The screenshot displays the eCivis Grants Network web application. The user is logged in as Jason Mistebauer. The main navigation bar includes tabs for Home, Grant Management, Grant Research, KnowledgeBase, Reports, and Administration. The Grant Management dropdown menu is open, showing options: Project Dashboard, Project Search, My Projects (highlighted in blue), Project Calendar, and Create Project. Below the navigation bar, there are several sections: 'Research Find Grants', 'Arizona, AZ Grants Activity Summary' (a table with 5 columns: Open Projects, Applications Due, Applications Submitted, Funding Awarded, Post Award Reports Due), 'Department Activity Summary' (a table with 5 columns: Open Projects, Applications Due, Applications Submitted, Funding Awarded, Post Award Reports Due), 'eCivis Grants News', 'eCivis Grants Blog', 'Federal Grants in the News', 'KnowledgeBase Learn About Grants', 'My Action Items' (Tasks and Past Due Items), 'My Grant Activity' (My Saved Grants and My Search Agents), and 'Recently Published'. The bottom of the page shows a Windows taskbar with various application icons and a system clock indicating 3:28 PM on 7/28/2015.

Open Projects	Applications Due	Applications Submitted	Funding Awarded	Post Award Reports Due
1289	76	129	994	71

Open Projects	Applications Due	Applications Submitted	Funding Awarded	Post Award Reports Due
132	20	12	99	3

Click on the **Project** that needs to be updated:



The screenshot shows the eCIVIS Grants Network web application. The user is logged in as Jason Mistlebauer. The page title is "My Projects". Below the title, there are three buttons: "Project Search", "Project Calendar", and "Create Project". A table titled "My Projects" lists the following projects:

Project	Department	My Pending Tasks
DES Test Project	Test Department	0
VA Sports	Parks and Recreation	2

The "VA Sports" project is highlighted in blue. The bottom of the page shows a navigation bar with links to "Grants Network Home", "Grant Management", "Grant Research", "KnowledgeBase", "Release Notes", "License Agreement", "Contact Us", and "Logout". The footer text reads "Copyright © 2015 eCivis, Inc. All rights reserved." The Windows taskbar at the bottom shows the date and time as 3:34 PM on 7/28/2015.

Within the selected Project, click on the **Grant Lifecycle** tab:

The screenshot displays the eCivis Grants Network interface. The browser address bar shows the URL: http://gn.ecivis.com/GO/b_projViewProjectOverview/PROJECTID/24501. The page title is "Project Dashboard: VA Sports".

At the top right, there are buttons for "Project Options" and "Request Grant Writing Services". Below these are tabs for "Overview", "Documents", "Grant Lifecycle", "Contracts & Accounts", "Spending", "Metrics", and "History". The "Grant Lifecycle" tab is selected.

The "Active Grants" section shows a grant titled "US11663: FY2015" with a value of \$700,000.00 and a match of \$0.00. A tooltip indicates: "View the chronological history of the project and each assigned grant". Below this, the grant description is: "US11663 Grants for Adaptive Sports Programs for Disabled Veterans and Disabled Members of the Armed Forces - FY 2015".

The "Available Actions" section lists several options with radio buttons:

- ☐ I would like to request an account setup
- ☐ I am ready to submit a report
- ☐ I want to update my scheduled reports
- ☐ I am ready to close this grant
- ☐ I would like to view/manage my contract & account details
- ☐ I would like to create/manage a program for solicitation for this grant

The "Project Team" section lists J. Mistlebauer (Lead) as Asst. Statewid... and M. Hanson as n/a. Below this is a section for "Designated for Approvals".

The "Pending Tasks" section shows a table of tasks:

Task Name	Grant	Stage	Assigned To	Due	Reminder	File(s)	Done
Contract Close	US11663: FY2015	Grant Awarded	J. Mistlebauer	12/31/2020	12/01/2020		<input type="checkbox"/>
Quarterly FFATA	US11663: FY2015	Implementation	M. Hanson	10/30/2015	10/15/2015		<input type="checkbox"/>
Quarterly FFR	US11663: FY2015	Implementation	M. Hanson	09/30/2015	09/15/2015		<input type="checkbox"/>
Quarterly Progress Report	US11663: FY2015	Implementation	J. Mistlebauer	09/30/2015	09/15/2015		<input type="checkbox"/>
Update SF425	US11663: FY2015	Grant Awarded	M. Hanson	07/15/2015			<input type="checkbox"/>

At the bottom of the task list are buttons for "Add Task" and "Refresh".

The browser's taskbar at the bottom shows the time as 3:35 PM on 7/28/2015.

Click on the **pencil** icon under the Edit column for Grant Awarded Stage:

The screenshot displays the eCIVIS Grants Network web application. The browser address bar shows the URL: http://gn.ecivis.com/GO/b_milestones/PROJECTID/24501. The page header includes the eCIVIS logo and navigation tabs: Home, Grant Management, Grant Research, KnowledgeBase, Reports, and Administration. A user greeting "Hello Jason Mistlebauer, your License is provided by Arizona DEMO" is visible. The main content area is titled "Grant Lifecycle Report" for "VA Sports". A button labeled "Request Grant Writing Services" is present. Below this is a table titled "US11663 Grants for Adaptive Sports Programs for Disabled Veterans and Disabled Members of the Armed Forces - FY 2015".

Stage	Completed On	Completed By	Files	Edit	Last Updated On	Last Updated By	Notes
Application Submitted	05/01/2015	J. Mistlebauer					
Grant Awarded	06/01/2015	J. Mistlebauer			07/13/2015	J. Mistlebauer	

A "Done" button with a right arrow is located below the table. The footer of the application includes links for Grants Network Home, Grant Management, Grant Research, KnowledgeBase, Release Notes, License Agreement, Contact Us, and Logout. A copyright notice "Copyright © 2015 eCivis, Inc. All rights reserved." is also present. The Windows taskbar at the bottom shows the date and time as 3:36 PM on 7/28/2015.

Edit the appropriate fields i.e. “**Awarded \$**” and/or “**Contract Start/Close Date**”:

Grant Status - Grant Awarded

VA Sports

Complete Status Form

Grant: US11663 Grants for Adaptive Sports Programs for Disabled Veterans and Disabled Members of the Armed Forces - FY 2015

Internal Grant ID: PRA15001

Internal Grant Name:

Do you consider this a competitive grant? ☒ Yes ☐ No

Award Notification: 06/01/2015

Awarded \$: 700,000.00

Match Required: NO

Match Type:

Cash Match \$:

In-Kind Value:

Contract Start Date: 06/01/2015

Contract Close Date: 12/31/2020

Reminder: 12/01/2020

Award Type: ☐ Advance Payment ☒ Reimbursement

DUNS Number: 12-345-6789

Grantor Contract Number: VA123007

Help

100%

3:37 PM 7/28/2015

Click **Save** at the bottom of the page. An email will be sent via the system to all Project Team members with the Subject line of “[eCivis] Grants Network - Grant Awarded Notification (Status Update).”

The update will be represented within the system under the Last Updated On/By columns in the Grant Lifecycle tab:

The screenshot displays the eCIVIS Grants Network web application. The browser address bar shows the URL http://gn.ecivis.com/GO/b_saveMilestones. The page header includes the eCIVIS logo and navigation tabs: Home, Grant Management, Grant Research, KnowledgeBase, Reports, and Administration. A user greeting "Hello Jason Mistlebauer, your License is provided by Arizona DEMO" is visible. The breadcrumb trail indicates the current location: Home / My Projects / Project Dashboard / Grant Lifecycle Report. The main heading is "Grant Lifecycle Report" with a sub-heading "VA Sports". A "Request Grant Writing Services" button is present. Below this is a table titled "US11663 Grants for Adaptive Sports Programs for Disabled Veterans and Disabled Members of the Armed Forces - FY 2015".

Stage	Completed On	Completed By	Files	Edit	Last Updated On	Last Updated By	Notes
Application Submitted	05/01/2015	J. Mistlebauer					
Grant Awarded	06/01/2015	J. Mistlebauer			07/28/2015	J. Mistlebauer	

A "Done" button is located below the table. The footer contains links for Grants Network Home, Grant Management, Grant Research, KnowledgeBase, Release Notes, License Agreement, Contact Us, and Logout. Copyright information for 2015 eCivis, Inc. is also present.

Click the Done button.

Now, the amended funding instrument (e.g. Notice of Award Modification) needs to be uploaded into the system.

Click on the **Documents** tab:

The screenshot shows the eCIVIS Grants Network interface. The top navigation bar includes links for Home, Grant Management, Grant Research, KnowledgeBase, Reports, and Administration. The user is logged in as Jason Mistlebauer. The main content area is titled "Project Dashboard: VA Sports" and features a tabbed interface with "Documents" selected. The "Documents" tab shows a list of tasks and a table of pending tasks.

Project Dashboard: VA Sports

Documents | Grant Lifecycle | Contracts & Accounts | Spending | Metrics | History

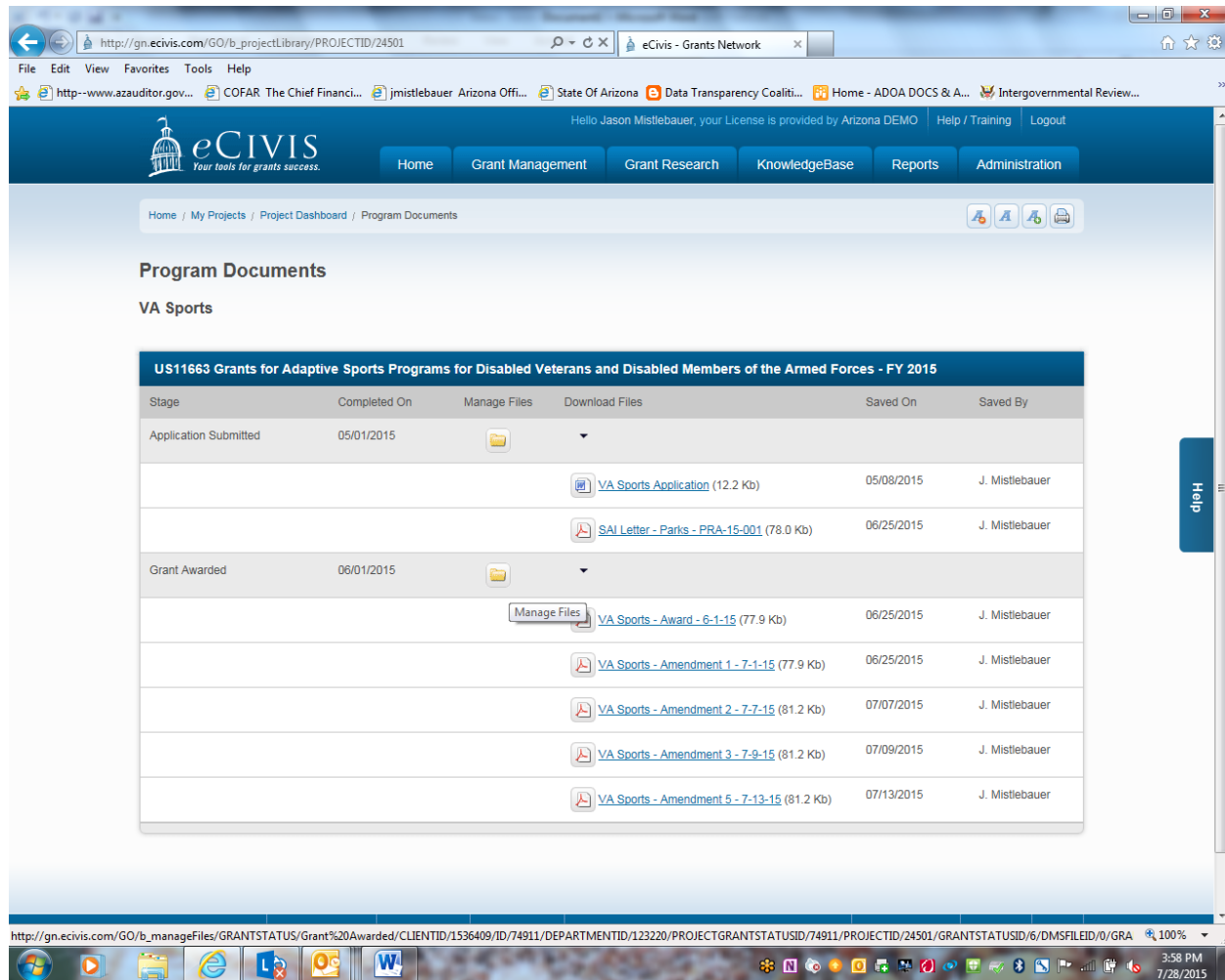
Available Actions

- ☐ I would like to request an account setup
- ☐ I am ready to submit a report
- ☐ I want to update my scheduled reports
- ☐ I am ready to close this grant
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





Pending Tasks | Completed Tasks | Approval History

Task Name	Grant	Stage	Assigned To	Due	Reminder	File(s)	Done
Contract Close	US11663: FY2015	Grant Awarded	J. Mistlebauer	12/31/2020	12/01/2020		<input type="checkbox"/>
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Quarterly FFR	US11663: FY2015	Implementation	M. Hanson	09/30/2015	09/15/2015		<input type="checkbox"/>
Quarterly Progress Report	US11663: FY2015	Implementation	J. Mistlebauer	09/30/2015	09/15/2015		<input type="checkbox"/>
Update SF425	US11663: FY2015	Grant Awarded	M. Hanson	07/15/2015			<input type="checkbox"/>

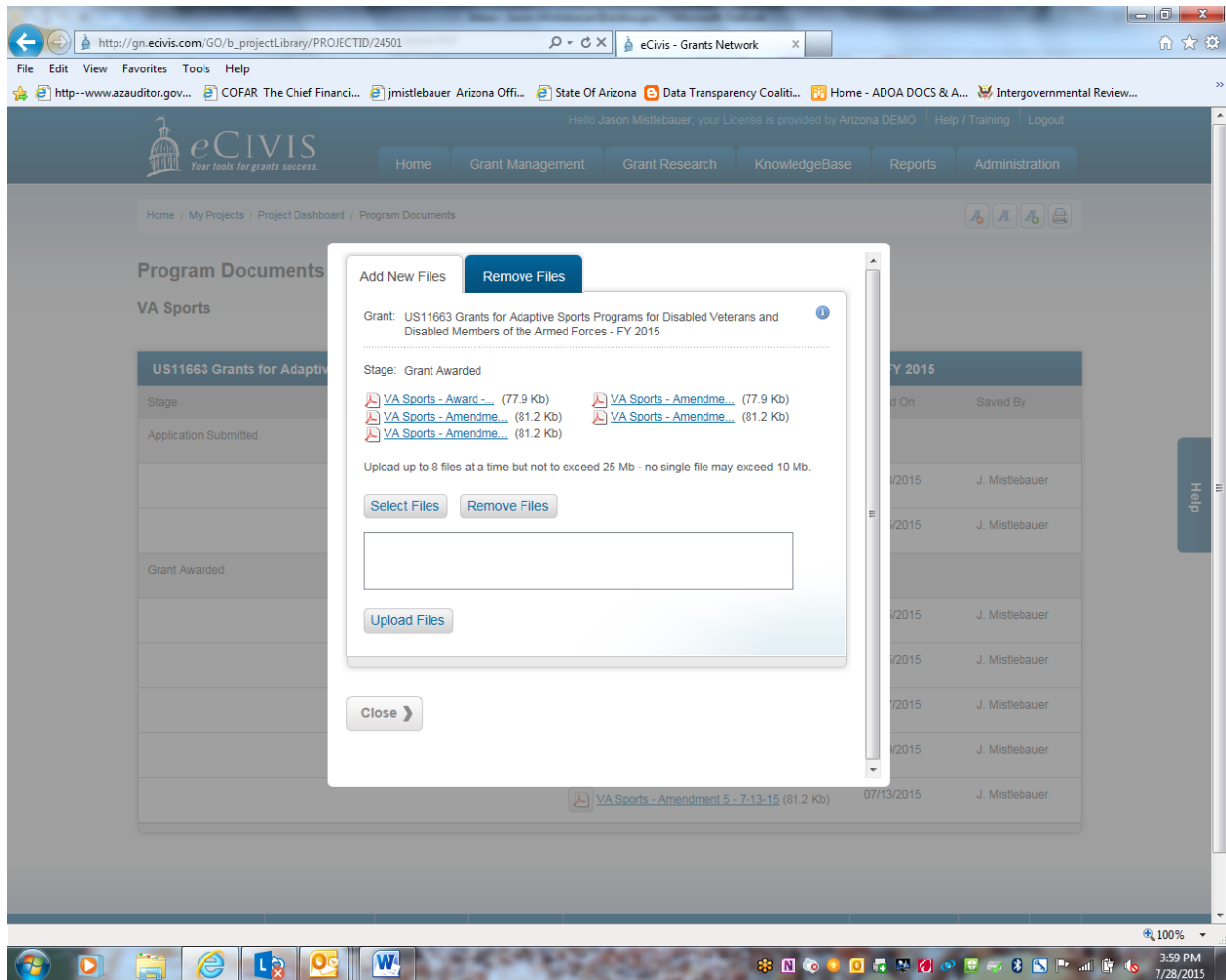
Click on the **folder** icon under the Manage Files column for Grant Awarded Stage:



The screenshot shows the eCIVIS Grants Network interface. The user is logged in as Jason Mistlebauer. The interface displays the 'Program Documents' section for 'VA Sports'. The table below shows the 'Grant Awarded' stage, which is highlighted. The 'Manage Files' column shows a folder icon, and the 'Download Files' column lists several documents.

Stage	Completed On	Manage Files	Download Files	Saved On	Saved By
Application Submitted	05/01/2015				
			 VA Sports Application (12.2 Kb)	05/08/2015	J. Mistlebauer
			 SAI Letter - Parks - PRA-15-001 (78.0 Kb)	06/25/2015	J. Mistlebauer
Grant Awarded	06/01/2015				
		 Manage Files	 VA Sports - Award - 6-1-15 (77.9 Kb)	06/25/2015	J. Mistlebauer
			 VA Sports - Amendment 1 - 7-1-15 (77.9 Kb)	06/25/2015	J. Mistlebauer
			 VA Sports - Amendment 2 - 7-7-15 (81.2 Kb)	07/07/2015	J. Mistlebauer
			 VA Sports - Amendment 3 - 7-9-15 (81.2 Kb)	07/09/2015	J. Mistlebauer
			 VA Sports - Amendment 5 - 7-13-15 (81.2 Kb)	07/13/2015	J. Mistlebauer

At this point, it is the same process as uploading the initial application, award document, etc.:



After uploading the amended funding instrument document and clicking close, the process is completed and the updates will interface with new AFIS during its daily push.